

**DEPUTY ASSOCIATE ADMINISTRATOR FOR THE OFFICE OF
CONGRESSIONAL AND INTERGOVERNMENTAL RELATIONS
GS-0301-15**

INTRODUCTION

This position is located in the Office of the Administrator, in the immediate office of the Office of Congressional and Intergovernmental Relations (OCIR). The incumbent serves as the Deputy Associate Administrator for the Office of Congressional Relations and reports directly to the Associate Administrator for OCIR. The Office serves as the Administrator's principal point of contact for Congress on all Agency matters. The Office serves as a liaison for these parties to the Office of the Administrator and senior Agency officials and facilitates communications between EPA Headquarters and Regions and elected officials in coordination with the Office of Intergovernmental Relations in OCIR.

The incumbent of the position requested for Schedule C exception will not be able to adequately perform his/her duties without being privy to the political, personal, and management philosophies of the Administrator and Associate Administrator. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Administrator and Associate Administrator and, as such, will be expected to reflect his/her philosophies in conversation with leading figures of government, business, and other groups. The incumbent will also be obliged to present the views of the Administrator or Associate Administrator in correspondence and other communications with the Agency managers and program officials.

MAJOR DUTIES AND RESPONSIBILITIES

1. Oversees the development of Agency policy pertaining to Congressional and legislative affairs programs of the EPA. This requires close collaboration with internal and external partners including Congressional members and their staffs, the Agency's Administrator, Deputy Administrator, Federal departments and agencies, e.g., the Office of Management and Budget (OMB), EPA program and Regional offices, States, private organizations, and academia, and OCIR's program implementation, communication and outreach activities. Incumbent is recognized as an expert and authoritative representative of the Associate Administrator and provides advice and expertise on developing, managing, evaluating and implementing strategies, policies and directives for the Office. Develops program plans for the operation of the Office.
2. Performs technical direction and workflow management for priority OCIR projects. This will constitute a major duty occupying at least 50% of the incumbent's time. Such responsibilities include reviewing work on a daily, weekly, and monthly basis as assigned and prioritized by the Associate Administrator. Analyzes the Office's success at meeting Agency, Office and project goals and deadlines and develops recommendations for problem resolution and monitors the implementation of such resolutions. Collaborates with senior leadership, providing advice and counsel on the need

for changes in methods, procedures, and policies to strengthen programs or processes.

3. Establishes and maintains working relationships with stakeholders within the Agency and those outside the Agency to keep abreast of thinking and plans which affect Agency programs. Works with all appropriate parties, as required, to implement the Agency's programs on emerging issues, concerns and regulations. The position must often influence managers or other officials to accept and implement findings and recommendations despite conflicting objectives and limited resources. Recommends and coordinates personal involvement by the Administrator/Deputy Administrator in relations with Members of Congress and their staff. Works with the Office of General Counsel to encourage the adoption of methods for dealing effectively with other federal agencies and OMB to ensure that they are brought to bear in the development of specific EPA policy and program initiatives.

4. Provides expert advice to the Associate Administrator, Principal Deputy Associate Administrator and Deputy Associate Administrator for OCIR on Congressional legislation, represents the Agency at intra-agency, inter-agency national meetings involving Congressional legislation issues; coordinates quick turn-around for Congressional inquiries, and serves as technical point of contact between OCIR and EPA program offices, EPA regional offices, and other Federal agencies, states, the Congress, non- governmental organizations and industry on matters pertaining to appropriations and cross- cutting environmental threats. The incumbent reviews briefing material prepared by staff for the Associate Administrator and Principal Deputy Associate Administrator, Deputy Associate Administrator on environmental issues.

5. May represent the Agency at the White House or before Congressional and interagency conferences. Carries out special assignments to explain the Agency's legislative mission and objectives. Actively participates in conferences, meetings, or presentations involving problems or issues of considerable importance. Keeps abreast of policies, programs, and procedures of the Agency and is knowledgeable of major programs and organizational relationships. As required, briefs the Associate Administrator and other key officials regarding Congressional issues.

6. Coordinates the Agency's appearances at Congressional hearings. This includes coordinating the drafting of testimony and obtaining Agency concurrence on testimony; clearance of testimony through OMB; preparation of Agency witnesses; summarizing the hearings for senior management and coordination of responses to questions presented at Congressional hearings.

7. Keeps currently informed on Congressional activities affecting the Agency and briefs and consults with key staff in the Headquarters and the Regional Offices on developments in Congress that may affect Agency programs. Reviews prepared status reports and studies for the Associate Administrator. These assignments are generally far reaching in impact, unique, and of special depth or intensity and require imaginative and novel approaches. Makes recommendations to the Associate Administrator for possible courses of action.

8. Coordinates, as assigned, OCIR's strategic planning, budgeting, administrative systems, work projects and other internal activities necessary for coordinating implementation of OCIR's priority programs and projects. Identifies and performs in-

depth analyses of issues, analyzes the consequences of adopting various proposals and policies, develops options and alternatives, and provides recommendations through written and oral presentations. In particular, analyzes the impact of policy directives from within the Agency, the Office of Management and Budget, and other federal agencies. Recommendations are based on analyses, reports, general information, and other sources as supplemented by a continuous awareness of Agency policies, issues, and programs. Conducts extensive investigation and analysis of largely undefined factors and conditions to determine the nature and scope of problems, and to devise and recommend solutions.

9. Works closely with subordinate supervisory staff and management to gain knowledge, exchange information, resolve issues, and/or discover opportunities that can assist in the implementation of the Office's mission and objectives.

10. Exercises management responsibility over staff members, making assignments and determining duties and priorities, evaluating employee performance, recommending incentives, initiating corrective actions, assuring safety, keeping employees informed at all times, counseling employee, etc.

11. Exercises continuing responsibility to effectively support EEO/Affirmative Action Plan and communicating this support to subordinates, taking positive actions which will motivate and give opportunity to all personnel.

12. Performs other duties of a strictly confidential nature, as assigned.

FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

Level 1-8; 1550 pts.

Mastery of program and organizational analysis principles, methods, practices techniques, and analytical methods. Skills to apply this mastery in developing new methods and approaches in planning, integrating and evaluating programs for the Agency. Knowledge and skills to advise staff, specialists inside and outside the Agency, as well as senior leadership and decision-makers on resolution of complex, cross-cutting issues that affect OCIR.

Mastery of advanced management and organizational principles and practices along with a comprehensive knowledge of strategic planning, organizational design and analysis sufficient to perform long-range and short-range program planning and strategy development and recommend implementation strategies which cut across all programs of the Office and have potential wide-ranging impact on program functions, personnel, facilities and budget. Ability to plan and manage multiple high-level and high-stakes projects with short deadlines; sets priorities.

Comprehensive knowledge of laws, regulations, policy, and issues; the Agency's mission, program responsibilities and the current status of decisions and policies; sequence of timing of key program events and milestones; and specialized terminology applicable to the work sufficient to develop recommendations, objectives or programs to address the most urgent needs of the Associate Administrator and OCIR; and discuss and explain controversial aspects of policy with the Associate Administrator and senior management.

In-depth knowledge of relationships with Congressional members, other governmental and non-governmental entities and public and private institutions; ability to target data for

historical research related to Agency operations and relationships with outside parties; and analyze data collected.

Ability to perform policy analysis; knowledge of methods of evaluating the worth of program accomplishments; and ability to recommend action for improvement in the effectiveness of relationships between Agency mandates and goals of stakeholders sufficient to develop, extend or modify the purpose, function or direction of national level programs.

Skill in written communication sufficient to organize and summarize large amounts of information; and write quickly and clearly on technical issues for both technical and non-technical audiences.

Skill in oral communication sufficient to make presentations to senior leadership and represent the Associate Administrator and Agency.

Factor 2 - Supervisory Controls

Level 2-5; 650 pts.

Incumbent serves as the Deputy Associate Administrator for the Office of Congressional and Intergovernmental Relations, this work includes serving as the Associate Administrator's senior advisor and authoritative expert who can provide objective analyses of program operations and recommend integration strategies. Incumbent is a recognized authority in the analysis and evaluation of programs and issues, as well as management principles and techniques. They are subject only to administrative and policy direction concerning overall project priorities and objectives. Incumbent is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects and programs. The supervisor provides administrative guidance solely in the form of general legislative, mission or policy direction. Incumbent has the highest degree of independence in seeking optimum solutions to problems. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled. Findings and recommendations are normally accepted without significant change.

Factor 3 – Guidelines

Level 3-5; 650 pts.

Guidelines consist of laws, regulations, and directives, Agency policies, basic administrative policy statements concerning the issue or problem being studied, and may include reference to pertinent legislative history, related court decisions, State and local laws, or policy initiatives of Agency management. The employee uses judgment and discretion in determining intent and in interpreting existing policy and regulatory guidance for use by staff and others within and outside the organization. The employee is recognized as an expert in the development and/or interpretation of guidance on program planning and evaluation in a specialized area.

Factor 4 – Complexity

Level 4-6; 450 pts.

The work consists of the analysis of broad functions and processes which may affect all Agency operations. Plans, organizes, and completes analytical studies involving the substance of key Agency programs that will enhance the ability of the Agency to implement regulatory mandates, measure their effectiveness and enact change to processes as necessary. There is extreme difficulty in identifying the nature of the issues or problems and in planning, organizing, and determining the scope and depth of the study. The nature and scope of issues are largely undefined. Difficulty is also encountered in separating the substantive nature of programs or issues into their components and determining the nature and magnitude of the

interactions, and in discerning the intent of legislation and policy statements and determining how to translate the intent in program actions.

Factor 5 - Scope and Effect

Level 5-6; 450 pts.

Performs very broad and extensive work assignments related to Agency programs which are of significant interest to the public and Congress. The programs typically cut across or strongly influence a number of Agencies. In many cases, studies are of major importance to each of several Departments and Agencies, and there may be disagreements about which Department, Agency, or Program Office within EPA has primary responsibility for significant aspects of the function. Studies frequently involve extensive problems of coordination in fact-finding and in reviewing and testing recommendations in interested Agencies or with outside groups.

Recommendations involve highly significant programs or policy matters and may have an impact on several Departments or Agencies and may result in substantial redirection of federal efforts or policy related to major national issues. Results of work are critical to the mission of the Agency or affect large numbers of people on a long-term, continuing basis.

Factor 6 - Personal Contacts

Level 6-4; 110 pts.

Personal contacts are with high-ranking officials both inside and outside of the Agency, including the highest levels of Agency leadership, professional and administrative personnel throughout EPA and Agency stakeholders. Contacts are also with persons outside the agency which may include Members of Congress, the White House, political officials, consultants, contractors or business executives. Contacts include the head of the Agency, Region and program officials at all managerial levels.

Factor 7 - Purpose of Contacts

Level 7-d; 220 pts.

The purpose of contacts is to justify, defend, negotiate, or settle matters involving significant or controversial matters including recommendations affecting major programs. Incumbent has responsibility to influence managers or other officials to accept and implement findings and recommendations. Contacts typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

Factor 8 - Physical Demands

Level 8-1; 5 pts.

The work is primarily sedentary, although some light physical effort may be required.

Factor 9 - Work Environment

Level 9-1; 5 pts.

Work is typically performed in an adequately lighted and climate-controlled office.

TOTAL POINTS: 4090

GS-15 Grade Range: 4055 - up